



Internal TDM Program: GRH INFO SHEET



Guaranteed Ride Home Program

The Guaranteed Ride Home (GRH) program offers an "insurance policy" to employees who use alternative commute options either on a regular or on occasional basis.

Eligibility

Employees using alternative commute modes (other than telecommuting) at least once a week on a regular basis are eligible for the GRH program. **Employees must be registered with the internal TDM/CTR Program.** The program provides eligible employees a ride home in case of **unplanned** situations such as family emergencies, illness, or unscheduled overtime. Planned or scheduled trips such as a doctor's appointment or overtime for a project which was known prior to coming to work, are not authorized GRH trips. At most sites, employees are limited to 12 trips per year with no more than six trips due to unexpectedly working late.

Option 1:

Each site has a specific program in place. Most sites use the taxi voucher/coupon system. This is usually a special contract with the local transit agency or CTR jurisdiction. You will need to contact a CTR representative (Rep) or site ETC to receive a voucher for a free taxi ride, up to 60 miles. The ETC or CTR Rep will make the arrangements with a specific (transit agency contracted) taxi company and pre-authorize the trip.

Option 2: (only if option (1) is not available):

Some remote locations do not have a taxi voucher/coupon system. At those sites, or in situations where the taxi would take too long to arrive, and after approval by the ETC or manager, employees may use fleet cars. They also may have a fellow employee, in his or her private car, provide a ride home. (Note: family members or non-state workers may not ride in fleet cars) Fellow employees who provide a GRH ride are on "state time" and will be reimbursed for mileage.

Options 3: (only if options (1) and (2) are not available)

If neither the fleet car nor the fellow employee option is available, employees may also rent a car or taxi cab and will be reimbursed for the cost up to \$50. The trip destination, intermittent stops, and purpose needs to be documented when the reimbursement request is made.

CTR Registration Form

The CTR registration form contains a portion that requires proof of valid driver's license and auto insurance if an agency vehicle should be used for GRH purposes. The use of agency cars for GRH is different than that for business purposes as your personal insurance provides primary insurance coverage. This information has to be on file before any use of agency vehicles for GRH purposes can be authorized.

When vouchers are available, use of state cars is not authorized unless specifically permitted by the ETC in certain emergency situations. Currently, most employees in Thurston County, the Spokane area, and the Seattle area have access to vouchers for GRH trips and do not need to complete the insurance/license section of the registration form. However, it is recommended in the event the use of an agency car for special emergencies becomes necessary.

Please talk to your ETC or CTR Rep. for details and check the building commuter/info board for updated information before a GRH situation occurs so you are familiar with specific site procedures.